

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 300**  
**Subsection: Compensation Plan**

**November 2006**

**Reference:** Senate Bill 1363, IDAPA 15.04.01.070-075

**Purpose:**

To provide guidelines for applying fairness and equity to the administration of salaries for all employees of ISDB.

Compensation for full-time, permanent, probationary, temporary, provisional, and limited service employees shall be on a bi-weekly basis appropriate for classification of the individual employee's state service. Classified and non-classified positions will be paid a comparable wage with regard to similar duties, responsibilities, education, training, experience, and other qualifications, as established as requirements for each job description and position.

**Policy**

The goal of the Idaho School for the Deaf and the Blind compensation plan is to attract, retain and recognize our employees for the valuable public service they provide to the State of Idaho and its citizens. The intent of this policy is to reward employees for outstanding performance and motivate them to maintain high standards of productivity.

The basis for this policy is to reward employees on a pay for performance plan that will provide faster salary advancement for higher performers. It is also the intent to ensure pay equity within the department for jobs that are substantially similar and for employees who have similar work experience, education and performance.

**Mission**

The Idaho School for the Deaf and the Blinds' objective is to provide for and support the education of children with hearing impairment or visual impairment, age birth to 21. The unique mission and needs of our agency drives our compensation plan. To provide the services needed by the children of Idaho with these impairments we need to recruit for highly qualified and uniquely certified instructors and other employees. With a small market of candidates and surrounding states pay systems, in most cases higher, has made it difficult to recruit for qualified instructors. One of our priorities in our compensation plan is to compensate our teachers within alignment of the State of Idaho Experience and Education Multiplier. It is also the position of the agency to provide additional compensation for those highly qualified instructors that are dual certified in the State of Idaho. In addition to the base salary and dual certification additional compensation will be considered for individuals that are hired into positions deemed critical by the agency and approved by the agency head.

Another priority of the agency is to compensate all classified and non classified employees that meet performance standards or higher on a pay for performance basis. One of our major goals in this plan is to move employees with meets performance expectations or higher (evaluation rating of 3 or higher) towards the new policy/ market rate established by the Division of Human Resources.

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 300**  
**Subsection: Compensation Plan**

**November 2006**

**Procedure:**

**Starting/ Entry Salary Decisions**

The Idaho School for the Deaf and the Blind hires new employees at a rate that reflects the quantity and quality of the candidates experience and education level. Starting salary is based on the worth of the position to the agency and not on the personal needs of the applicant. For classified employees hired above the policy, prior approval by the agency head is required. For any instructor hired above the Experience and Education Matrix of the state due to critical need or specific background and experience of applicant will be approved by agency head.

**Salary Increases**

For fiscal year FY07, those employees whose salaries are farthest from labor market rates and employees in jobs where there is significant turnover will be considered first for temporary and permanent increases. This applies to classified and Non-classified personnel within the Division of Human Resources classification structure.

All requests for salary increases must go to the Human Resource Officer, Fiscal Executive Officer with the Agency Head as final approver.

**Major Distributions, Ongoing and Temporary**

Each major distribution will be based on performance and market factors. A matrix will be used to ensure faster salary advancement for higher performers (as indicated within the four-level rating process) and consideration for individual pay levels compared to the policy mid point of their pay range. Sample Matrix below is based on a 3% CEC and would change based on allocation by legislation.

		<b>Does Not</b>				
<b>Employee</b>		<b>Achieve</b>	<b>Achieves</b>	<b>Solid</b>		
<b>Ratings</b>		<b>Performance</b>	<b>Performance</b>	<b>Sustained</b>	<b>Exemplary</b>	
		<b>Standards</b>	<b>Standards</b>	<b>Performance</b>	<b>Performance</b>	
<b>Performance</b>						
<b>Percentage</b>		3%	17%	60%	20%	
<b>Guideline</b>						
<b>CEC</b>						
<b>percentage</b>	<b>3.00%</b>					
<b>Compa Ratio</b>						
120% to 125%		0%	0.53%	1.05%	1.58%	
115% to 119%		0%	0.89%	1.42%	1.95%	
110% to 114%		0%	1.32%	1.84%	2.37%	
105% to 109%		0%	1.63%	2.16%	2.68%	
100% to 104%		0%	2.00%	2.53%	3.05%	
95% to 99%		0%	2.37%	2.89%	3.42%	
90% to 94%		0%	2.74%	3.26%	3.79%	

**Idaho School for the Deaf and the Blind****Policies and Procedures****Section: 300****Subsection: Compensation Plan****November 2006**

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85% to 89%		0%	3.11%	3.63%	4.16%	
80% to 84%		0%	3.47%	4.00%	4.53%	
75% to 79%		0%	3.84%	4.37%	4.89%	

**Educational Staff**

Educational staff compensation is based upon ISDB's annual budget. In determining Educational staff compensation, ISDB also utilizes the experience and education multiplier table set forth in Section 33-1004A, Idaho Code. The experience and education multiplier table is not an actual pay scale, but is used as a tool to allow ISDB to utilize funding of the annual budget as efficiently as possible. Below is the experience and education multiplier used to establish educators contracts based on experience and level of education. Again this is not a pay scale, but the State of Idaho Experience and Education Multiplier reimbursement matrix for educational staff.

**Bachelor's Degree**

Years	BA	BA+12	BA+24	BA+36	BA+48	BA+60
0	1	1.0375	1.0764	1.1168	1.1587	1.2022
1	1.0375	1.0764	1.1168	1.1587	1.2022	1.2473
2	1.0764	1.1168	1.1587	1.2022	1.2473	1.2941
3	1.1168	1.1587	1.2022	1.2473	1.2941	1.3426
4	1.1587	1.2022	1.2473	1.2941	1.3426	1.3929
5	1.2022	1.2473	1.2941	1.3426	1.3929	1.4451
6	1.2473	1.2941	1.3426	1.3929	1.4451	1.4993
7	1.2941	1.3426	1.3929	1.4451	1.4993	1.5555
8	1.3426	1.3929	1.4451	1.4993	1.5555	1.6138
9	1.3929	1.4451	1.4993	1.5555	1.6138	1.6743
10	1.3929	1.4993	1.5555	1.6138	1.6743	1.7371
11	1.3929	1.4993	1.5555	1.6138	1.7371	1.8022
12	1.3929	1.4993	1.5555	1.6138	1.7371	1.8698
13+	1.3929	1.4993	1.5555	1.6138	1.7371	1.8698

**Master's Degree**

Years	MA	MA+12	MA+24	MA+36
0	1.1168	1.1587	1.2022	1.2473
1	1.1587	1.2022	1.2473	1.2941
2	1.2022	1.2473	1.2941	1.3426
3	1.2473	1.2941	1.3426	1.3929
4	1.2941	1.3426	1.3929	1.4451
5	1.3426	1.3929	1.4451	1.4993
6	1.3929	1.4451	1.4993	1.5555
7	1.4451	1.4993	1.5555	1.6138
8	1.4993	1.5555	1.6138	1.6743
9	1.5555	1.6138	1.6743	1.7371
10	1.6138	1.6743	1.7371	1.8022

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 300**

#### **Subsection: Compensation Plan**

**November 2006**

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<b>11</b>	1.6138	1.7371	1.8022	1.8698
<b>12</b>	1.6138	1.7371	1.8698	1.9399
<b>13+</b>	1.6138	1.7371	1.8698	2.0126

#### **Salary Increase- Conditional**

Temporary increases may also be awarded in recognition of additional assignments or acting appointments. These situations would be utilized to man positions that are deemed critical to the agency. Final approval is completed by the agency head.

#### **Geographic Pay Difference**

The Idaho School for the Deaf and the Blind is located in Gooding, Idaho and no geographic differential is required at this time.

#### **Shift Pay Differential (post July 1, 2007)**

In alignment with the Idaho School for the Deaf and the Blind mission, a shift differential will be added as premium pay for compensation to employees working outside the normal daytime work hours. Shift Differential will apply to the following classifications and schedules. Cottage supervisors that work swing shift from 3:30pm until 11pm and 11pm unit 7:30am will receive shift pay. Cottage Supervisor Assistants that work 3:30pm until 11pm and 11pm until 7:30am will receive shift pay. Night custodial staff that works from 3:30pm until 11pm will receive shift pay.

A shift differential of 5% will be applied if more than 50% of an employee's assigned work hours occur between 6 p.m. and 7 a.m. Leave hours taken shall be regarded as having been assigned during the same hours that the employee would have worked. Leave hours for an employee with an irregular work schedule will be considered to have been taken between 7 a.m. and 6 p.m. unless prior written notification is given.

If an employee qualifies for shift differential pay during a work week, the shift rate shall be calculated for all hours reported in that week, including holiday pay, overtime, and leave taken. The resulting amount of shift differential pay shall be included in the compensation for that pay period.

Shift differential pay will not apply to flex schedules and/or compressed workweeks, if the standard schedule is 8 a.m. to 5 p.m. and the schedule was a result of an employee request or preference. Employees who are ineligible for cash compensation or compensatory time for overtime worked are ineligible for shift differential compensation.

#### **Recruitment Awards**

The Idaho School for the Deaf and the Blind may authorize cash awards for the purposes of recruitment incentives supporting mission critical jobs. Cash awards are based on the critical need of the position and up to 10% of the employee's annual salary.

Recruitment awards may be granted to recruit a new employee and will be awarded when the employee has completed at least 6 months of work that achieves performance standards, regardless of probationary status.

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 300**  
**Subsection: Compensation Plan**

**November 2006**

Hiring agreements or contracts will reflect the conditions for payment of awards will be provided to the employee and placed in their personnel file.

**Retention Pay**

The Idaho School for the Deaf and the Blind will determine the need for retention pay on a case-by-case basis. These awards are lump sum and may not exceed 10% of an individual's annual salary.

If an employee indicates another competitive job offer, or if the Agency deems market conditions exist, management will consider a retention award based on the market for the particular job and the salaries of all other employees in the same classification. If such retention awards are deemed appropriate in order to keep existing staff, the awards will be considered for all employees in the same classification, based on current contribution levels.

Retention pay may be granted when an employee has completed at least 6 months of work that achieves performance standards, regardless of probationary status.

**Performance Bonuses**

The Idaho School for the Deaf and the Blind will use performance bonuses throughout the year to recognize and reward excellence. Amounts will vary and will relate to the base salary and the individual's performance on a project or overall basis. All performance bonuses will be based on the availability of funds. Performance bonuses up to a total of two thousand dollars (\$2,000) may be awarded to individuals each fiscal year, in recognition of excellent performance. A memo documenting such performance will be provided to the employee and placed in their personnel file. Exceptions above the two thousand dollars may be granted under extraordinary circumstances if approved in advance by the Board of Examiners.

**Cost Savings Bonuses**

The Idaho School for the Deaf and the Blind has a cost savings bonus program in recognition of an employee's idea to save state resources resulting in cost savings or greater efficiencies. Any bonuses (up to \$2,000) will be awarded after savings are recognized and verified, with distributions made out of associated budget category. Exceptions above the two thousand dollars may be granted under extraordinary circumstances if approved in advance by the Board of Examiners. Suggestions aimed at saving money outside the agency will be submitted to DHR for coordination.

**Reclassification**

**Upward Reclassification**

When an employee is reclassified to a position in a higher pay grade, the employee will be paid at least the minimum salary in the higher pay grade.

**Reclassification in the Same Pay Grade or Intra-Departmental Transfer**

A reclassification to a position in the same pay grade or a lateral intra-departmental transfer will not normally result in a salary increase. A transfer to a significantly different job in the same pay grade may be treated like a promotion.

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 300**  
**Subsection: Compensation Plan**

**November 2006**

**Demotions**

**Demotion and Downward Reclassification**

When an employee is demoted for non-disciplinary reasons, the position is reclassified accordingly and the employee's salary is adjusted to the same rate in the lower pay grade. If the rate is outside the range assigned to that pay grade, the employee's salary will be adjusted to the maximum of the range in the new pay grade.

If an employee is demoted for disciplinary reasons, the employee's salary may be adjusted to any rate in the lower pay grade that does not exceed the employee's rate prior to demotion.

**Transfers**

Transfers will be addressed in the same manner as starting salaries discussed earlier.

**Reinstatements**

Reinstatements will be addressed in the same manner as starting salaries discussed earlier.

**Promotions**

Upon promotion, the employee's salary will be increased, if necessary, to the beginning of the new pay range. Any additional increases will be based on a case-by-case basis with consideration of the promoted employee's current salary compared to other employees with similar education and experience.

Failure to complete the promotional probationary period; In the event that an employee fails to satisfactorily complete a promotional probationary period, the employee will be returned to the classification in which he or she holds permanent status and the salary will be adjusted to the rate in effect immediately prior to promotion.

**On call time**

On call time is not required by the Idaho School for the Deaf and the Blind's core mission accomplishment. If an employee is called into work after normal work hours, the employee will be provided compensation time as appropriate.

**Overtime Pay**

All employees of the Idaho School for the Deaf and the Blind will be informed of their status in relationship to overtime expectations during employee orientation or hiring discussions. Unless cash payments are authorized by the agency head, all overtime will result in compensatory time award.

**Holiday Pay:**

Scheduled Work Hours. All employees who are deemed eligible for benefits are entitled to ten paid holidays. When an eligible employee's work schedule includes both the observed and the actual holiday; the supervisor and the employee may agree which day (either the "observed" or

**Idaho School for the Deaf and the Blind**  
**Policies and Procedures**  
**Section: 300**  
**Subsection: Compensation Plan**

**November 2006**

the "actual") shall be the holiday for payroll purposes for that employee. Whenever possible, the choice should be made by the employee. The employee will only be entitled to holiday pay and overtime compensation for hours worked on the agreed-upon holiday. (7/01)

A full-time employee shall receive holiday pay in accordance with the number of hours the employee works on a regular workday. If the employee's schedule is so irregular that a regular workday cannot be determined, the employee shall receive eight (8) hours of holiday pay. An employee must receive some paid leave, wages or salary for the pay period in which the holiday occurs to be eligible for the holiday benefit.

A full-time employee whose regular schedule workdays do not fall on one of the ten paid holidays, will receive holiday pay based on their regular scheduled work week hours (40) plus receive 8 hours of Holiday Pay. Example, if a 40 hour a week employee is scheduled Sunday thru Thursday, and a holiday falls on a Friday, they would receive 8 hours of holiday pay for that Friday in addition to the 40 hours worked that week.

Schedules resulting in holiday time off in excess of eight (8) hours may be approved by the appointing authority if included in the agency compensation plan. Appointing authorities may also suspend flex schedules during holiday weeks or may grant administrative leave or otherwise adjust flex work schedules to ensure internal consistency.

Part-time employees. Employees who have a routine work schedule of less than forty hours (40) weekly shall be paid for a holiday in the same ratio as eight (8) hours is to a forty (40) hour work week. This calculation converts to two tenths ( $40/8=5$  or  $.20$ ) x hours normally worked. Example; an employee normally works 25 hr/wk. Multiply the 25hr by  $.20$  to calculate the amount of Holiday Pay ( $25 \times .20 = 5.0\text{hr}$  of Holiday Pay).

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Revised/Approved -- November 2006  
Harvey W. Lyter III, Interim Superintendent